Data & Program Analyst - Children's Services and Early Years (Contract up to 18 months) - Job ID #2575

Job Title	Data & Program Analyst - Children's Services and Early Years (Contract up to 18 months)	Status / Job Type	Contract Full Time
Commission	Comm Serv & Social Development	**Department**	Comm. Strate & Family Support
Union Affiliation	APAE/EXEMPT	**Number of Openings**	1
Rate of Pay	$40.44 to $50.55	**Benefits Entitlement**	Yes
Hours of Work	35 Hours Per Week	**Posting Date (4:30 pm)**	Feb 26, 2026
Existing Vacancy	Replacement	**Closing Date (4:30 pm)**	Mar 12, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Supervisor, Children's Services and Early Years, the Data and Program Analyst provides advanced data analysis, program evaluation, contract monitoring, and research support to inform service system planning within the Children s Services and Early Years Division. The position contributes to evidence informed decision making by developing data products, reporting frameworks, and evaluation tools that assess program effectiveness, client outcomes, and system-wide performance.

The Data and Program Analyst works collaboratively with internal staff, partner agencies, provincial networks, and community stakeholders to ensure consistent data practices, support provincial initiatives, and enhance the overall quality and integration of services. Responsibilities include designing and maintaining local databases, producing high

quality reports and visualizations, supporting Early Development Instrument (EDI) implementation and analysis, and building reporting capacity among staff and external partners. The role also supports grant applications, prepares confidential management briefs, and contributes to Council and Committee reports.

Through research, analysis, and collaborative partnership development, the Data and Program Analyst plays a key role in advancing service innovation, monitoring system outcomes, and strengthening the delivery of programs across the Community Strategies and Family Supports Department.

Responsibilities:

- Research, collect, and analyze data from a variety of sources to identify trends, gaps, and impacts on Service System Management.
- Assist partner agencies in establishing data collection systems, reporting processes, monitoring client outcomes, and evaluating the effectiveness of new or emerging programs.
- Provide analysis and recommendations to internal and external stakeholders regarding service model options and system planning.
- Work with Service System Managers across the province to ensure consistent Early Development Instrument (EDI) analysis, reporting, and methodology.
- Support EDI implementation with local school boards and assist in the interpretation and dissemination of results.
- Participate on committees and multi agency working groups to collaborate on data initiatives that inform service delivery and system outcomes.
- Produce high quality reports, charts, infographics, and deliver clear, effective presentations to managers, staff, Council, and partner agencies.
- Receive and prioritize internal requests for data and reporting; build staff reporting capacity and data standardization practices, including facilitating training and workshops as required.
- Assist in preparing and submitting grant applications and related reporting.
- Support the design, maintenance, and enhancement of local databases for program monitoring and provincial/federal reporting requirements.
- Promote the application of research, evaluation findings, and data insights to support learning, quality improvement, and performance management.
- Analyze skills inventory and competency data; support management systems that track staff and program benchmarks and achievements.
- Draft briefs, memorandums, and reports for Senior Leadership, Committee and Council.
- Collaborate with internal and external stakeholders on data projects and initiatives (merged duplicates).
- Extract, analyze, and report data from provincial and federal systems to produce ongoing and ad hoc statistical reports.
- Participate in the analysis and response to customer service initiatives within the department and corporation.
- Maintain familiarity with data reporting tools and assess new tools or technologies as required.
- Perform other related duties as assigned.

Qualifications

- Successful completion of a university degree in Social Sciences, Business Administration, Data Science Analytics or related field, with focus on research, analytical data collection, managing contracts and program evaluation.

- Up to three (3) years' experience in statistical data collection, analysis, research, database design and reporting, coupled with a demonstrated ability to conduct training.
- Demonstrated knowledge of Microsoft computer software applications and operating systems with a strong working ability in Excel, Access, Microsoft Word and Power Point.
- Demonstrated ability to analyze all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all regulations and company policies and procedures and compliance with provincial and federal ministry guidelines.
- Completion of a research-based post-graduate degree is an asset.
- Knowledge of the Statistical Package for the Social Sciences (SPSS) and GIS is an asset.
- Knowledge of current practices and program evaluation in the areas of child care and early learning is considered an asset.
- Demonstrated ability to work independently and a team-based setting.
- Demonstrated consensus building skills to effectively work with multi-disciplinary working groups and a variety of agency partners.
- Superior analytical, communication, technological and problem solving abilities.
- Ability to exercise a high level of independence, integrity and confidentiality.
- Ability to prioritize work and ahere to strict deadlines.
- Ability to periodically work overtime hours, evening and weekends, as required to meet deadlines.
- Valid Driver s License and access to a vehicle is required.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.